

Finance Volunteer

This volunteer would focus primarily on financial management tasks, including recording and organizing invoices and receipts, updating the budget, tracking donations, and providing regular financial reports.

Responsibilities:

- Invoice & receipt saving
- Budget updates
- Donation tracking & Monday updates

Time Commitment: 1–4 hours per month, depending on availability

Volunteer Coordinator

This volunteer role would involve managing volunteer relationships, coordinating schedules and communication with advisory board members and volunteers, tracking project progress, and organizing volunteer appreciation events and orientation sessions.

Responsibilities:

- Volunteer, advisory, and board follow-ups and project tracking
- Volunteer parties scheduling & orientation

Time Commitment: 1–6 hours per month, depending on availability

Scheduling Coordinator

This volunteer position would be responsible for managing schedules for board meetings, advisory sessions, and other organizational events. Additionally, they would oversee OCCPs CRM (Monday.com) cleaning and organizing.

Responsibilities:

- Board and advisory scheduling
- Monday cleaning & organizing

Time Commitment: 30 minutes - 4 hours per month, depending on availability

Program Impact Volunteer

This volunteer role would focus on assessing and analyzing the impact of OCCP's programs on the community. They would collect and evaluate data, gather feedback from program participants, and collaborate with program managers to improve program effectiveness.

Responsibilities:

- DOD programming impacts

Time Commitment: 5 hours per month

Research Analyst

This volunteer position focuses on conducting research on specific topics related to the OCCP's mission, such as units or services offered, veteran support resources, and compiling research findings into resource guides for easy reference.

Responsibilities:

- Unit research
- Veteran research
- Unit resource guides

Time Commitment: 1 - 9 hours per month, depending on availability

Marketing Volunteer

This volunteer role is responsible for planning and organizing events, creating promotional materials such as handouts, and coordinating social media efforts to publicize events and engage attendees.

Responsibilities:

- Handout (event) creation & scheduling
- Social media meeting

Time Commitment: 2.5 - 6.5 hours per month, depending on availability

Fund Development Volunteer - Multiple Positions Available

This volunteer role focuses on building relationships with potential donors, researching grant opportunities, and preparing grant applications to secure funding for the organization.

Responsibilities:

- External Facing Volunteer
 - Fundraising networking
 - Donor outreach
 - Event representative
 - Event planning & management

Time Commitment: 30 minutes - 1.5 hours per week, depending on availability

Grant Writing Volunteer

A volunteer in this role would be detail oriented and have a gift for storytelling. Their primary focus would be writing, editing, and assisting with how to communicate our messaging best.

Responsibilities:

- Grant references
- Grant research
- Grant writing applications

Time Commitment: 30 minutes - 1.5 hours per week, depending on availability

Community Liaison Volunteer - Multiple Positions Available

This volunteer position involves representing OCCP in meetings (virtual or in person) with other nonprofits, coalitions, and advocacy groups to collaborate on common goals and initiatives.

- Regions specific volunteers:
 - Pacific
 - Southern
 - Eastern
 - Midwest

Responsibilities:

- Nonprofit representation meetings, referring new resources for military families to our Resource Coordinator
- Early Learning Coalition or Action Group meetings, highlighting local military families concerns or struggles for consideration
- Advocacy/Resource Table opportunities, acting as a voice for OCCP to not only discuss our mission and offerings but also highlighting areas that need additional support
- Stay up to date on OCC Project current and future offerings

Time Commitment: 1 - 2.5 hours per week, depending on availability

AMA Volunteer

Responsibilities:

"Ask Me Anything" Program Scheduling & Notes:

- Coordinate the scheduling of "Ask Me Anything" sessions, liaising with guest speakers, moderators, and participants to find suitable dates and times.
- Maintain a calendar of upcoming sessions and ensure all relevant stakeholders are informed of scheduling details.
- Take detailed notes during each session, capturing key points, questions asked, and any important discussions or insights shared.

"Ask Me Anything" Program Prep & Notes:

- Assist in preparing for "Ask Me Anything" sessions by researching guest speakers, family cases, topics, and potential discussion points.
- Compile background information and resources for each session to provide context and support for participants.
- Create promotional materials and announcements to publicize upcoming sessions and encourage participation.

Time Commitment: 30 minutes - 6 hours per month, depending on availability

Qualifications:

- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to multitask and manage time effectively.
- Proficiency in note-taking and record-keeping.
- Familiarity with online scheduling tools and platforms (e.g., Google Calendar, Zoom).
- Interest in the subject matter and willingness to learn and engage with diverse topics and speakers.

Case Management Volunteer - Multiple Positions Available

We are seeking dedicated and compassionate individuals to join our team as Volunteer Case Management Team Members. As part of this team, you will play a crucial role in providing support and assistance to individuals facing challenges with access to affordable and high-quality child care options. Each volunteer will be assigned a limited number of cases to manage at a time, ensuring focused attention and quality support for

each family. If you're passionate about making a positive difference in people's lives and have strong communication and organizational skills, we encourage you to apply for one of these rewarding positions.

Responsibilities:

Case Management Volunteers will be responsible for no more than 5 families at one time, all with similar issue sets. On average, a family's life cycle through case management is 2-4 weeks, depending on responsiveness.

- Intake Emails
- Case Management One-on-One
- Accountability Assistance
- Case Management Check-ins
- Newsletter/Articles about Case Management

Qualifications:

- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Empathy, compassion, and a non-judgmental attitude.
- Experience in case management, social work, counseling, or a related field preferred but not required.
- Proficiency in email communication and documentation.

Time Commitment: Estimated to be approximately 1.5 - 3 hours per week

Training and Development Coordinator

This volunteer role involves developing training materials and programs for staff and volunteers to ensure they are equipped with the necessary knowledge and skills to carry out their roles effectively. While this position is proactive, there is also a responsive need. Situations and programming change frequently. This volunteer will utilize information gathered from the Case Management Specialist to update and adapt training needs. While the end user is largely military families, OCCP also receives requests for assistance from Veteran families and installation leadership.

Responsibilities:

- Training development
- Stay up to date on training best practices

- Familiarity with training platforms or a willingness to learn
- Reviewing ongoing training to ensure clarity and usefulness
- Monitor training feedback and questions to improve future offerings

Time Commitment: 4 hours per month

Case Management Specialist - Multiple Positions Available

This volunteer role involves contacting local resources as it relates to active cases, establishing connections with service providers, compiling statistics and impact reports, and researching specific areas related to case management, such as state and DoD licensing programs for childcare centers.

Responsibilities:

- Case management local research & connections
- Case management statistics & impact reports
- Case management DOD program research – MCCYN + research
- Building community connections

Time Commitment: 1- 2.5 hours per week depending on availability

Resource Coordinator

This volunteer position focuses on proactively researching and updating resource networks, vetting local/community resources, and ensuring accurate and up-to-date information is available to support OCCP's mission.

Responsibilities:

- Resource network research & updates (Unite US)
- Local/community resource vetting
- Research organizations referred in from other areas of OCCP programming to detail their best fit

Time Commitment: 45 minutes - 1.5 hours per week, depending on availability